

**OFFICE OF
CLERK OF MARION CIRCUIT COURT
ELIZABETH L. WHITE**

CITY-COUNTY BUILDING T-1741
200 EAST WASHINGTON STREET
INDIANAPOLIS, IN 46204-3381
(317) 327-4718

**INSTRUCTIONS FOR FILING CLAIMS
AND
PAYING COURT COSTS**

1. Claimants must file an original and four copies of claims. Any attachments to the original shall be included with the copies. When filing your claims, please have the original plus four copies and four stamped (or postage paid), pre-addressed envelopes to be mailed to the personal representative, the attorney and the claimant. These will be served by the Clerk of the Court. The claim must be notarized and verified.
2. Claims filed by mail must include a self-addressed stamped envelope. The address for filing a claim is THE MARION COUNTY PROBATE CLERK, 200 EAST WASHINGTON STREET, ROOM 1741, INDIANAPOLIS, IN 46204.
3. If the personal representative allows a claim, no court costs are payable. Once a claim is paid, either the claimant or the estate must file a release of claim. The release can be in the form of a letter stating that the claim has been paid.
4. If a claim is not allowed, court costs in the amount of \$136.00 must be paid in order to have the claim set for trial. If the claimant does not pay the court costs within 30 days of the notice to pay the court costs, the court will dismiss the claim for want of prosecution. Following a dismissal, the claimant may reinstate the claim if necessary, but the claimant must pay the court costs in order to have the claim reinstated.
5. If a claimant prevails at trial, the Court will order that the estate reimburse the claimant for court costs.
6. Questions concerning the filing of claims, payment of court costs, or claim procedures should be addressed to the Clerk, (317) 327-4718.